



Administrative Policies and Procedures: 29.12

Subject:	Emergency Response Preparedness Plans
Authority:	TCA 37-5-105; 37-5-106
Standards:	COA: ASE 7.01, 7.02, 7.03, 7.04
Application:	To All Department of Children's Services Employees

Policy Statement:

Each Department of Children's Services Central Office Division, Regional Office, Field Office and DCS Facility shall develop a written Emergency Response Preparedness Plan (ERPP) to establish operations during **emergency situations** and to recover from damages/disruption in a reasonable time period.

Purpose:

To ensure that ERPP's are developed that provides guidelines for safety and information to survive emergency situations and enable re-establishment of normal business operations. The key objectives of the ERPP is to:

- ◆ Provide for the safety and well-being of people and employees at the time of an emergency or disaster;
- ◆ Identify critical lines of business and supporting functions;
- ◆ Establish management succession;
- ◆ Coordinate services and share information;
- ◆ Minimize the duration of a serious emergency;
- ◆ Minimize immediate damage and losses;
- ◆ Facilitate effective coordination of recovery tasks; and
- ◆ Be able to continue critical/essential business operations during the emergency;

Procedures:

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| A. Development of written <i>Emergency Response Preparedness Plan</i> | <ol style="list-style-type: none">1. Each DCS Executive Director and Regional Administrator or their designees will be responsible for the development of an ERPP for their respective offices and facilities for implementation in the event of emergency situations.2. Development of Contingency Plans <u>specific</u> to DCS Youth Development Centers and DCS Group Homes will be in accordance with DCS policy <u>29.5, Contingency Plans for Youth Development Centers and DCS Group Homes</u>. Copies of the DCS Youth Development Center and DCS Group |
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	<p>Home plans will also be maintained in the Departmental ERPP.</p> <p>3. All ERPP and Contingency plans will be approved by the appropriate office/facility Administrator and a copy must be <u>submitted</u> to the <u>Office of Policy, Planning and Performance Management</u> at e-mail address: <u>EI-DCS-Planning.Policy.Development@state.tn.us</u></p>
B. Emergency response coordinator identified for each office or facility	<p>1. Each DCS Executive Director, Regional Administrator, YDC Superintendent and Group Home Director will assign an employee designated as the <u>ERPP</u> or <u>Contingency Plan Coordinator</u> who will be responsible for maintaining the plan for their respective office/facility.</p> <p>2. Responsibilities of the designated <u>ERPP</u> will include, but not be limited to:</p> <ul style="list-style-type: none"> a) Creating and/or revising the <u>Plans annually</u> or as <u>often as necessary as information, functions and personnel changes occur to keep the plan updated and current.</u> b) Coordinating emergency planning and preparedness activities with <u>local</u> management, employees, state and governmental authorities and emergency responders. c) Providing current copies and information of the ERPP/Contingency plans to employees and to the designated temporary worksite location. d) Testing the Plan's effectiveness by conducting a table top discussion, or practice drill exercise to identify errors or omissions in the plan. This exercise may also be coordinated with community organizations/partners, such as the police and fire departments and providers. e) Documenting the results of the practice exercises and modifies the plan based on lessons learned to improve proficiency in executing the plan.
C. Emergency response plan content	<p>1. Each DCS Executive Director, Director, Regional Administrator/designee must ensure that an <u>ERPP</u> is developed for each office/facility/division.</p> <p>2. The <u>ERPP</u> must be formulated as outlined in the <u>Emergency Response Preparedness Planning and Instruction Guide</u>.</p>
D. Training	<p>1. Each DCS Executive Director, Director and Regional Administrator and will ensure that a copy or access to a copy of the relevant ERPP and worksite safety procedures is provided to all employees.</p> <p>2. In addition to discussions and "walk-through" role-playing activities, emergency management computer-based training may be accessed through the <i>Federal Emergency Management Agency (FEMA)</i> via <u>http://www.fema.gov/about/training/emergency.shtm</u>. This training offers a wide variety of courses and is free of charge. At the end of study course a <i>Certificate of Achievement</i> will be awarded to the participant.</p> <p>3. The <i>Certificate of Achievement</i> must be submitted to the Supervisor or designee for verification of completion and submission to DCS Training and Staff Development Division as outlined in <i>Section E, 2</i> to document proof of</p>

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	<p>training and to receive training credit.</p> <p>4. <u>Local</u> Emergency Preparedness Personnel, Emergency Responder Personnel or <i>Tennessee Emergency Management Agency (TEMA)</i> Representatives <u>may</u> facilitate training and/or facilitate “table-top” discussions and “walk-through” role-playing activities on how to respond to medical threats and emergencies to include, but not be limited to the following:</p> <ul style="list-style-type: none"> a) Individual roles and responsibilities (check lists may be prepared for each responsibility and all procedures) b) Introduction to local evacuation procedures; c) Assessment of risk and safety that include potential risks that staff may encounter off-site, in the community, or during home visits; d) Emergency response procedures; e) Coordination with local medical, mental health, law enforcement and other professionals; and f) Implementation of health and safety procedures. <p>5. All employees <u>must</u> complete mandatory training on emergency response preparedness as required by DCS policy <u>5.2, Professional Development and Training Requirements by Category of Employment</u>.</p>
E. Documentation of training	<p>1. All types of training activities must be documented that include:</p> <ul style="list-style-type: none"> a) Table Top meetings or discussions; b) Walk-through role playing exercises; c) Training conducted by Local Emergency Preparedness Personnel, Emergency Responder Personnel or TEMA Representatives; d) Training accessed via FEMA Website; and e) Other training activities for the purpose of emergency preparedness. <p>2. Documentation of training must be submitted to the DCS Training Division on form CS-0724, Monthly Training.</p> <ul style="list-style-type: none"> a) Send original copy to the DCS Training Division; b) Send one copy of any <u>FEMA training</u> to the DCS Emergency Services Coordinator; and c) Maintain one copy on file at the worksite.
Forms:	<p><u>CS-0724, Monthly Training</u></p> <p><u>Emergency Response Preparedness Planning and Instruction Guide</u></p>

Collateral Documents:	<i>Emergency Response Preparedness Plans</i>
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